



## TENURE UNIT STANDARD ROUTING SHEET

In support of the following academic policy statements, tenure unit performance standards will be maintained and made publicly available by the Office of the Provost's Faculty Records Team. Per policy, each of these sets of standards will be reviewed every five (5) years, submitted to the Office of the Provost using this routing form for all signatures.

- APS [900417](#), Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty
- APS [980204](#), Performance Evaluation of Tenured Faculty (Post-Tenure Review)
- APS [820317](#), The Faculty Evaluation System of Tenured and Tenure-Track Faculty

Please note the following:

- Use a separate routing sheet for each set of tenure unit standards.
- Submit files in portable document format (PDF) only.
- Ensure the set of standards being submitted ***have been approved*** by the tenure unit ***and*** college dean.

**Tenure Unit:** Mass Communication

**College/Unit:**

- |   |                               |                               |                                |                              |
|---|-------------------------------|-------------------------------|--------------------------------|------------------------------|
| <input checked="" type="checkbox"/> CAM | <input type="checkbox"/> COCJ | <input type="checkbox"/> CHSS | <input type="checkbox"/> COM   | <input type="checkbox"/> NGL |
| <input type="checkbox"/> COBA           | <input type="checkbox"/> COE  | <input type="checkbox"/> COHS | <input type="checkbox"/> COSET |                              |

**Standard:**

- Promotion and Tenure       Post-Tenure Review       Faculty Evaluation System (FES)

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**Approved By:**

 Wojciech Lorenc

Department Chair

Ronald E. Shields

Digitally signed by Ronald E. Shields  
 Date: 2022.11.30 16:27:50 -06'00'

College Dean

Provost & Sr. VP for Academic Affairs

## **Mass Communication Department**

### **Post-Tenure Review of Faculty**

November 22, 2022

This document outlines the process of post-tenure review of faculty in the Department of Mass Communication. The review is conducted in accordance with Academic Policy Statement 980204, Performance Evaluation of Tenured Faculty.

Every tenured faculty member with less than a 0.5 FTE administrative appointment shall be given a comprehensive performance evaluation every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation.

1. The department chair notifies the faculty member in writing about the upcoming comprehensive performance evaluation. The written notification is sent by October 1<sup>st</sup> of the academic year when the evaluation takes place. Faculty member may request early evaluation by communicating it to the department chair in writing by October 1<sup>st</sup>.
2. Faculty member submits a narrative (optional) and a CV (optional) for review by March 15<sup>th</sup>. In accordance with APS 980204, the initial review makes use of the FES records for the five (5) most recent years. The faculty member under review may provide a CV and narratives that provide context to the FES documents and discuss accomplishments in teaching, creative and scholarly activities, and service.
3. The Mass Communication Department Promotion and Tenure Advisory Committee (DPTAC) meets to evaluate performance of the faculty member under review between March 16<sup>th</sup> and March 30<sup>th</sup>. The review is guided by the Department's Performance Standards document.

If a simple majority determines that the faculty member meets or exceeds the accepted minimum standards, the faculty member shall be notified in writing by the DPTAC of the vote and as satisfying the Performance Evaluation of Tenured Faculty (PETF), and no further action will be required.

Should the reviewed faculty member fail to receive at least a simple majority of the votes of approval from the DPTAC, the faculty member shall be subject to the Prompted Comprehensive Performance Evaluation as outlined in Academic Policy Statement 980204.

4. Faculty member under review is informed of results of faculty peer evaluation by April 1<sup>st</sup>. Department chair reports the results of the peer evaluation to the Dean by April 1<sup>st</sup>.